

☐ Current ☒ Proposed

Classification Title Career Executive Assignment (C.E.A.) Level B	Division/Unit
Working Title CSPS Project Director	IT Domain (if applicable)
Position Number 363-210-7500-xxx	Effective Date
Name	Date Prepared 04/27/2021

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the administrative direction of the Chief Deputy Director, the incumbent serves as CalHR's project director for the California State Payroll System (CSPS) project. The incumbent is responsible for providing policy guidance and implementation strategies through all stages of the project. The CSPS project will modernize the human resource management and payroll system used by 285,000+ state government employees in order to provide accurate and timely personnel and payroll service with quality customer service. The incumbent ensures that the new CSPS appropriately applies requirements set by laws, regulations, and bargaining agreements, and that the CSPS effectively supports the administration of statewide human resources, employee benefits, and labor relations programs, business policies, practices, and processes. The incumbent is responsible for representing CalHR's interests, recommending strategy, and providing project oversight. The incumbent drives timelines, acquires and manages project resources as well as the project scope to ensure a timely and accurate completion of the CSPS project. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

45% CSPS Project and Policy Direction (E)

Develop and establish policies, strategies, and operating objectives consistent with CalHR's business practices and strategic priorities. Direct policy formulation and implementation on matters pertaining to the CSPS project. Research and develop policy proposals to inform strategy. Evaluate existing and proposed policies to mitigate the risks of implementing the CSPS project. Evaluate policy options and provide recommendations to CalHR directorate. Maintain continuous and direct communication with CalHR Director and Chief Deputy Director on sensitive and critical matters pertaining to the CSPS project. Formulate, analyze, and make recommendations

on the impact of CSPS project, relevant legislation, and plans for its implementation. Consult with subject matter experts and stakeholders to inform and provide policy direction, oversight, and consultation on CSPS project initiatives and goals affecting the program administration of state employee benefits, human resources (HR) and labor relations (LR) business policies, practices, and processes. Ensure the CSPS project adheres to civil service laws, rules, policies, and bargaining agreements. Collaborate effectively with the Department of Technology (CDT) and the State Controller's Office (SCO) representatives on the CSPS project to meet project goals and timelines. Communicate with multiple management levels within the department, contractor and vendor representatives, and other State control agency participants in the project. Follow the Project Approval Lifecycle (PAL) process to develop plans that align with CalHR' and SCO's strategic goals.

30% CSPS Project Oversight and Administration (E)

As an executive level partner in the CSPS project, represent CalHR in the ongoing discussions of project scope, risks, and issues through various stages of the project management lifestyle. Monitor CSPS project goals and milestones by facilitating collaboration and seeking feedback from staff to achieve effective communication. Ensure proper, timely, and accurate distribution of information and/or materials to appropriate stakeholders. Develop, maintain, and update CSPS project plan and tracker to monitor milestones. Determine necessary project steps; identify project resources and responsibilities; facilitate project status update meetings, mitigate project risks, and implement strategies. Actively manage the working relationships between project leadership, project team, principle business and operational stakeholders, and high-level external constituencies. Identify and acquire resources necessary for CSPS project execution and completion. Serve as a change management agent and implement strategies and implementation plans to maximize staff adoption. Oversee CalHR's project procurement, contract management, budgeting and reporting activities in support of the CSPS project. Ensure activities adhere to departmental and State regulations, policies and procedure.

20% Leadership (E)

Serve as a member of CalHR's Executive Staff. Participate in and oversee the development, implementation, and maintenance of individual project objectives and short- and long-range plans; track and evaluate project goals and objectives. Identify potential obstacles, elevate risks, strategize with subject matter experts and business partners to recommend problem solutions and policy changes to Executive team. Provide strategic direction in planning, coordinating, and guiding the activities of the CSPS project team in alignment with the CalHR vision. Provide CalHR leadership team with constant CSPS project status updates. Represent CalHR and the CSPS project team in various forums with state stakeholders and the public. Act as key decision maker on the CSPS Executive team. Actively practice fair behavior that is free from implicit bias in dealing with all parties. Support efforts to promote diversity, equity, and inclusion within the CSPS project team. Provide supervision to direct reports including establishing performance expectations, making informed and defensible personnel management decisions, and facilitating effective communication with staff.

5% Marginal Functions (M)

Participate in recruitment efforts throughout the Department. Participate in special projects and assignments as needed. Effectively contribute to the Department's equal employment opportunity objectives to create and maintain a fair and equitable work environment. Promote and foster a work culture that is conducive to employee engagement, productivity, and professional development.

Supervision Received

The CSPA Project Director reports directly to and receives the majority of assignments from the Chief Deputy Director.

Supervision Exercised

The CSPA Project Director may provide direct supervision to subordinate staff depending on CSPA project status, and may provide indirect project management and guidance to CSPA project team staff.

Special Requirements / Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Desirable Qualifications include:

Demonstrated knowledge of state policies, rules and standards relative to benefits administration, human resources, and labor relations practices within California state government;

Experience recommending, developing and implementing policies and procedures, and taking effective action;

Experience managing highly visible and consequential projects with a diverse group of stakeholders;

Experience facilitating collaboration across various stakeholder groups who have different, sometimes conflicting, priorities;

Experience mitigating risks to the completion and implementation of complex, highly visible projects, including the ability to strategically evaluate solutions and make sound recommendations;

Experience fostering an inclusive work environment where diversity of thought is valued and encouraged;

Project Management certification;

Program administration experience including communicating with executive level management, other state agencies, legislative staff, industry, local governments, etc.;

Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests;

Ability to gain the confidence and support of executive leadership and provide effective advice on regulatory and administrative matters and policies;

Ability to communicate professionally and effectively both verbally and in writing; and

Ability to collaborate with others to achieve mutual goals and meet the organizations' and external stakeholders' strategic goals and objectives.

Working Conditions

Travel may be required to attend meetings and training courses as applicable. The incumbent may work remotely at the discretion and agreement of the Chief Deputy Director.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date